

		8.866
		8.867
		8.868
PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.869
	STATE OF HAWAII	8.870
		8.871

Class Specifications for

SAFETY MANAGEMENT SPECIALIST I
SAFETY MANAGEMENT SPECIALIST II
SAFETY MANAGEMENT SPECIALIST III
SAFETY MANAGEMENT SPECIALIST IV
SAFETY MANAGEMENT SPECIALIST V
SAFETY MANAGEMENT SPECIALIST VI

Series Definition

Safety Management Specialists are responsible for the internal administration of the Safety Management System (SMS) at State operated airports, ensuring compliance with Federal Aviation Administration (FAA) regulations and policies applicable to airport certification and safety. An SMS is an integrated collection of practices, procedures, and programs ensuring a formal approach to system safety through risk management. SMS standards for airports certificated under 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports increases safety at airports and allow for alignment with international standards. The principles of an SMS enable identification of safety issues for mitigation and correction before they become hazards and risks through effective monitoring and documentation of changes.

Positions in this series facilitate and guide the airports safety programs through inspections, evaluations and studies of airport facilities and operations to identify and correct deficiencies. They plan, coordinate and implement safety and certification programs for airport operations, including aircraft rescue and firefighting. Positions work independently in accordance with applicable general administrative guidelines, policies, laws, rules and regulations relating to the airports program.

SAFETY MANAGEMENT SPECIALIST I

Duties Summary

Serves in a trainee capacity, receiving formal and on-the-job training in the principles, concepts, work processes, regulations and reference materials fundamental to technical and professional aspects of a safety management system and programs requiring Federal Aviation Administration (FAA) certification; and performs other related duties as required.

Distinguishing Characteristics

This is the entry level in the series. Positions in this class receive formal training in basic airport operations, facilities, policies and procedures of the State airports system. The training also involves in-depth study of the various Federal Aviation Administration (FAA) directives, rules regulations and policies. Basic work assignments are made concurrently with orientation and training, and supervision is close and immediate.

Examples of Duties

Attends orientation and training sessions; learns the principles, concepts, work processes, regulations and reference materials fundamental to safety management systems and FAA certification requirements; accompanies higher level specialists on field trips as observer; concurrently performs simple tasks in one or more of the safety management functions for purpose of gaining knowledge and developing skill in the application of work processes and techniques, such as gathering and compiling statistics, recording requests for investigation concerning safety issues or hazard mitigation; searching records and collecting data for use by a higher level specialist for interpretive work.

Knowledge and Abilities Required

Knowledge of: research methods and techniques; methods and techniques for evaluating and analyzing facts, information and issues to resolve problems; and report and letter writing.

Ability to: learn the principles, methods and techniques pertaining to safety management systems and airport certification; learn and interpret Federal and State safety laws and FAA directives; elicit information, analyze it and present ideas and information clearly and concisely, orally and in writing; exercise tact, diplomacy and discretion in dealing with others.

SAFETY MANAGEMENT SPECIALIST II

Duties Summary

Serves in a trainee capacity, receiving formal and on-the-job training, in work processes, precedent situations, SMS, and FAA regulations relative to certificated airports; performs a variety of basic and routine assignments consistent with training status; and performs other related duties as required.

Distinguishing Characteristics

Positions in this class are trainees receiving formal training in basic airport operations and policies and procedures of the State airports system. Training includes learning to implement SMS, performing basic reviews, inspections and evaluations of airport runways and buildings, airside and landside, equipment and lighting systems. Work is initially conducted under close and immediate supervision becoming more relaxed as the worker progresses on the job.

Examples of Duties

Attends training sessions including accompanying a higher-level specialist on assignments; gathers information, writes simple communication and reports; assists with collection and analysis of data, prepares recommendation for technical supervisor's review; assists in preparing educational or informational written material for Safety Management Program; writes letters in response to inquiries or requesting information; reviews simple reports, requests additional information, prepares recommendation to higher level specialist responsible for technical supervision; under close supervision, assists in implementing SMS and developing or promoting portions of safety program components; performs directed research and inspections; assembles pertinent materials and data to facilitate program operations; may review wildlife hazard management plan, training program and mitigation data.

Knowledge and Abilities Required

Knowledge of: general knowledge of principles, practices and recognized standards of airport safety operations; Federal and State safety laws; accepted standards for safety hazards and accident prevention; safety inspection principles, practices and procedures.

Ability to: detect unsafe conditions and practices; interpret and enforce pertinent safety laws, codes, rules and regulations; investigate and determine causes of accidents; conduct safety education and instruction courses; prepare clear and concise reports; deal tactfully and effectively with others.

SAFETY MANAGEMENT SPECIALIST III

Duties Summary

Performs basic reviews, inspections and evaluations of safety and certification program components for airport operations; implements SMS program performing reviews, inspections and evaluations of airport facilities and grounds, airside and landside as assigned; performs other related duties as required.

Distinguishing Characteristics

Moderately complex work is assigned according to the knowledge and skill level of the worker under general supervision according to established policies, procedures, techniques and methods. Positions are expected to recognize safety issues, taking appropriate actions and requesting assistance or guidance from the supervisor regarding unusual problems.

Examples of Duties

Reviews, inspects and evaluates airport facilities, operations, policies and procedures and operations at assigned State operated airport to ensure compliance with FAA regulations and directives relative to airport certification and safety; reviews and maintains the Safety Management System (SMS); collects and analyzes data, assessing safety management components, including safety policy, safety risk management, safety assurance, and safety promotion; identifies deficiencies, analyzes problems and recommends appropriate action; prepares reports of findings and recommendations or other written communication; inspects work projects and operations to detect and mitigate health, safety and fire hazards; assures that proper protective accessories and apparel are worn by workers; provides technical assistance, consultation and interpretation of program rules, policies, requirements, procedures, to staff, the general public and others; develops and conducts safety educational and informational training programs as needed; performs professional administrative support work, such reviewing, preparing and recommending amendments to Hawaii Administrative Rules to ensure safe and convenient access and use of public air travel facilities; assists with providing staff development.

Knowledge and Abilities Required

Knowledge of: working details and basic principles and techniques which apply to recognized standards of airport safety management systems; established precedents applicable to assignments received; FAA regulations and directives relating to airport certification and safety; Federal and State safety laws; occupational safety and health

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hazards; safety inspection and industrial accident investigation procedures and methods of loss prevention; data collection, analysis and evaluation techniques; public relations and report writing.

Ability to: make safety inspections and detect unsafe conditions and practices; interpret and enforce pertinent safety laws, codes, rules and regulations; investigate and determine the causes of accidents; conduct safety education and instruction courses; deal tactfully and effectively with others; prepare clear and concise reports.

SAFETY MANAGEMENT SPECIALIST IV**Duties Summary**

Plans, organizes and executes safety and certification programs for airport operations, including aircraft rescue and firefighting; implements SMS to assess safety management components, such as safety policy, safety risk management, safety assurance and safety promotion; collects and analyzes data, providing system evaluation; takes corrective action as needed; may perform internal evaluations; performs other related duties as required.

Distinguishing Characteristics

Implements SMS to independently perform management and program analysis of airport safety and standards for certification; responsible for the performance of the full range of safety management activities that involves implementing, coordinating and monitoring the aspects of the programs at assigned airports. Positions review, inspect and evaluate facilities and operations, submitting comprehensive reports on the condition of runways and buildings, landside and airside, equipment and lighting systems; and assist with staff development.

Examples of Duties

Reviews, inspects and evaluates airport facilities, operations, policies and procedures and operations throughout State operated airports to ensure compliance with FAA regulations and directives relative to airport certification and safety; reviews and maintains the Safety Management System (SMS); collects and analyzes data, assessing safety management components, including safety policy, safety risk management, safety assurance, and safety promotion; identifies deficiencies and recommends corrective action; performs internal evaluation as needed; reviews, prepares and recommends amendments to Hawaii Administrative Rules to ensure safe and convenient access and use of public air travel facilities; drafts and develops uniform measures, and recommends ways, means and cost estimates to achieve compliance; coordinates requests for exemptions from governing FAA regulations, as necessary,

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and develops and recommends programs and policies to reduce or eliminate the need for exemptions; reviews wildlife hazard management plan, training program and mitigation data; may evaluate effectiveness of wildlife control measures and cooperative communication between wildlife control and air operations; coordinates and participates in inspection programs for ramp and baggage operations and Foreign Object Debris (FOD); provides FOD inspection training as required; coordinates periodic reviews of Airport Operating Certificate (AOC) holders to ensure compliance with applicable requirements of Par 139, the AOC and the Airport Certification Manual to maintain certification; provides guidance to district airport in the preparation and submission of standardized operations manuals for FAA airport certification and safety as required; inspects and evaluates airport facilities for compliance with the Hawaii Occupational Safety and Health (HIOSH) law and other Federal regulations and local laws relating to safety.

Knowledge and Abilities Required

Knowledge of: working details and basic principles and techniques which apply to recognized standards of airport safety management systems; established precedents applicable to assignments received; FAA regulations and directives relating to airport certification and safety; Federal and State safety laws; occupational safety and health hazards; safety inspection principles, practices and procedures; data collection, analysis and evaluation techniques; public relations and report writing.

Ability to: plan, coordinate and implement a safety management program; plan and instruct others in safety techniques, causes of accidents and accident prevention; investigate and determine causes of accidents; deal tactfully and effectively with others; write clear and concise reports; speak effectively before groups.

SAFETY MANAGEMENT SPECIALIST V**Duties Summary**

Plans, coordinates and implements safety and certification programs for airport operations, including aircraft rescue and firefighting; supervises and directs staff specialists in the evaluation of airport certification and safety programs; provides technical and staff support in evaluating airport facilities and operations in the areas of airport certification requirements as contained in FAA regulations and Hawaii Occupational Safety and Health (HIOSH) law and other applicable Federal and local laws relative to safety; mitigates wildlife hazards and conducts inspections, evaluations and studies of airport facilities and operations to identify and correct deficiencies; performs other related duties as required.

Distinguishing Characteristics

Independently performs management and program analysis of airport safety and standards for certification; supervises a professional staff as a project leader in evaluating the Airports Safety Program, its facilities and operations. Position is responsible for the Safety Management System (SMS) for Hawaii Department of Transportation, Airports (HDOTA) Division's operations.

Examples of Duties

Plans, coordinates and implements Statewide airport safety and emergency response through programs and certification in compliance with FAA directives; promotes emergency operations, emergency communication planning, and damage control at State operated airports; and Federal activities at airports and their restoration after attack or a natural disaster; draft and coordinate emergency response plans, standard operating procedures, and training programs; coordinates the preparation, publication, revision and distribution of standardized operations manuals for airport certification and safety; ensures all Federal and State compliance requirements are met, including Occupational Safety and Health Administration (OSHA), Hawaii Occupational Safety and Health (HIOSH), Environmental Protection Agency (EPA), Department of Health (DOH), Department of Transportation (DOT), National Fire Protection Association (NFPA); collect, assist and evaluate airfield hazards, incidents/accidents, near misses, issues and practices and suggest mitigation and corrective action plans; conducts scheduled inspections of airport facilities (landside and airside) and job sites as required, and prepares reports; evaluates training and operations activities reviewing ways for improvement; analyzes accident or hazard inspection reports to determine training needs; conducts training as required; provides guidance and advice to lower level safety specialists.

Knowledge and Abilities Required

Knowledge of: principles, practices, procedures and recognized standards of airport safety operations; FAA regulations and directives relating to airport certification and safety; safety risk management and principles of airport safety; State and Federal safety laws; occupational safety and health hazards; safety inspection and industrial accident investigation procedures and methods of loss prevention; data collection, analysis and evaluation techniques; public relations and report writing; principles and practices of supervision and program administration.

Ability to: plan, develop and implement a safety program; identify, classify and resolve operating problems; collect, maintain and analyze information; interpret, evaluate and explain laws, ordinances and regulations; write clear and concise reports;

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prepare administrative directives; maintain effective working relationships with others; communicate effectively, both orally and in writing; plan direct and supervise the work of others.

SAFETY MANAGEMENT SPECIALIST VI**Duties Summary**

Plans, directs, coordinates and implements the safety management system for State operated airports, landside and airside, ensuring certification requirements are met under CFR Part 139; serves as a technical expert in safety and risk assessment; and performs other related duties as required.

Distinguishing Characteristics

The position in this class serves as the technical Subject Matter Expert (SME) in all areas of airport certification and safety required in managing State operated airports. It develops guidelines for inspections, evaluations, and studies of facilities and operations to ensure compliance with FAA regulations and directives, departmental rules and policies.

Examples of Duties

Plans, assigns and schedules projects; coordinates, reviews and evaluates projects, and assures compliance with procedures, schedules and instructions; provides continual guidance in program activities and operations; drafts manuals and other guide materials; represents the safety management program and assigns staff assistance and support as necessary; participates in formulating program policies and assists in informational activities; evaluates the work performance of subordinates and assists in formulating program plans and justifications; identifies deficiencies and recommends operational changes or correction of deficiencies; reviews, prepares and makes recommendations for amendments to Hawaii Administrative Rules (HAR) to ensure safe and convenient access and use of public air travel facilities; recommends new hires and conducts training activities; prepares correspondence and reports, maintains operational statistics.

Knowledge and Abilities Required

Knowledge of: principles, practices, procedures and recognized standards of airport safety operations; FAA regulations and directives relating to airport certification and safety; safety risk management and principles of airport safety; State and Federal safety laws; occupational safety and health hazards; safety inspection and industrial accident investigation procedures and methods of loss prevention; data collection,

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analysis and evaluation techniques; public relations and report writing; principles and practices of supervision and program administration.

Ability to: plan, develop and implement a safety program; identify, classify and resolve operating problems; collect, maintain and analyze information; interpret, evaluate and explain laws, ordinances and regulations; write clear and concise reports; prepare administrative directives; maintain effective working relationships with others; communicate effectively, both orally and in writing; plan direct and supervise the work of others.

This is the first specification for the classes SAFETY MANAGEMENT SPECIALIST I, II, III, IV, V, VI.

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Department of Human Resources Development